

GENERAL INFORMATION

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The **2nd Bioenergy Science and Technology Conference (BBEST)** will take place at the **Campos do Jordão Convention Center**, from October 20th to 24th, 2014. The registration form and submission of papers are available at the online registration menu.

THE REGISTERED PARTICIPANT WILL BE ENTITLED TO:

- Receive the folder with the full congress program, on site;
- Receive the Certificate of Attendance in the Congress, on site;
- Receive the Certificate of Paper Presentation, on site;
- Attend all the Congress activities;
- Attend the tutorials, upon registration and payment; entitled to certificates.
- Attend the visits, upon registration and payment

DEADLINES FOR REGISTRATION

With abstract submission

- Oral presentation: up to **25 April, 2014**
 - *Papers will be evaluated for oral presentation in one of the parallel sessions. If not accepted for oral presentation, it will be considered for a poster presentation.*
- Poster presentation: up to **20 July, 2014**

Without abstract submission

- Up to **24 October, 2014**

Online registration deadline: 8 October, 2014 – after that, REGISTRATION will only be available on site.

ID CARD

Personal, non-transferable and mandatory to access all congress activities, as well as for access and permanence in the event site. A duplicate might be issued **at the cost of 50% the registration fee**.

RECEIPT

For early registrations: available at the online registration menu.

For on-site registrations: issued upon registration.

REGISTRATION

1) Registrations are personal and non-transferable.

2) The registration must be sent **electronically only**.

3) Cancellation and refund* (This rule applies to those registered **WITHOUT ABSTRACT**).

- 4) Registration fee through financial commitment**.
- 5) Students must forward **supporting documents to** [This email address is being protected from spambots. You need JavaScript enabled to view it.](#)
- 6) Participants are allowed to change the Tutorial option until **31 September, 2014**.

***Cancellation and Refund**

In the event of formal notice with justification (by e-mail [This email address is being protected from spambots. You need JavaScript enabled to view it.](#)) of attendance cancellation, the refund will be made up to **45 days** after the event.

Refund will follow the criteria below:

| Motive | Request deadline | Refunded value |
|-------------------------|--|-------------------|
| Non-justified | Up to 30 (thirty) days prior to Congress start | 50% of total paid |
| Attendee health problem | Up to 5 (five) days prior to Congress start | 80% of total paid |

| | | |
|----------------|---|--------------------|
| Double payment | Up to 5 (five) days prior to Congress start | 100% of total paid |
|----------------|---|--------------------|

Non-justified – refund request must be sent via e-mail, along with copy of the receipt for the registration fee.

Attendee health problem - refund request must be sent via e-mail, along with doctor’s certificate and copy of the receipt for the registration fee.

Double payment - refund request must be sent via e-mail, along with copy of the registration fee receipt.

E-MAILS REQUESTING REGISTRATION FEE REFUND MUST BE SENT TO: This email address is being protected from spambots. You need JavaScript enabled to view it.

****Attention:**

- 1) Registration by **FINANCIAL COMMITMENT** will be accepted until **15 October, 2014**;
- 2) To confirm registration, the paying Institution must forward the Financial Commitment to the event office, mentioning the paying institution’s name, full address, phone number, e-mail address, name of the person in charge, name of participant(s), as well as **fill in the registration form(s) in the event website**;
- 3) **SIGA EVENTOS**, according to Lei 11.771, does not issue "**nota fiscal**". Available documents:

- Stamped receipt in stationery;
- Tax exemption letter;
- CNPJ card;
- FGTS Debt Clearance Certificate.

4) After paying the Financial Commitment, the paying institution must forward the proof of payment via fax to +55 16 3236-8600 or via e-mail to [This email address is being protected from spambots. You need JavaScript enabled to view it.](#), for debt clearance.

5) In the absence of Financial Commitment or their name in a previously forwarded document by the due date, in accordance to item 2, the registrants must pay their registration fee on site, under their respective categories;

6) If double payment is proven, the full refund will be done by bank deposit up to 30 (thirty) days after the event;

7) Financial Commitments not according to these guidelines will not be considered.

TOURISM AGENCY

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